

**Miami International Boat Show and Strictly Sail  
Exhibitor Checklist 2011**

Items marked with (\*) are **REQUIRED** from All Exhibitors.  
Items marked with (\*\*) are **REQUIRED** from Boat Exhibitors only.

**Links provided directly to order forms. All links to order forms for decorator equipment and labor will go directly to Expo Convention Contractors, Inc. web site. On-line ordering is available from Expo Convention Contractors and Edd Helms Electric with login and password.**

		<b>Check When Completed</b>
Housing Arrangements	A.S.A.P.	_____
<a href="#">Parking Pass (Show Days Only)</a>	A.S.A.P.	_____
Publicity Notice Form	A.S.A.P.	_____
<a href="#">Exhibitor Boat Information Form (In Water)</a>	Nov. 19, 2010	_____ **
<a href="#">Exhibitor Boat Information Form</a>	Nov. 19, 2010	_____ **
<a href="#">Scaled Layout of Boat Exhibit</a>	Nov. 19, 2010	_____ **
<a href="#">Certificate of Liability Insurance</a>	Dec. 03, 2010	_____ *
<a href="#">Exhibitor Appointed Contractor</a>	Dec. 03, 2010	_____
<a href="#">Structural Permit Application</a>	Dec. 03, 2010	_____
<a href="#">Boat Dolly Rental Order Form</a>	Dec. 03, 2010	_____
<b>Shipping Notification Form</b>	Dec. 03, 2010	_____ *
Directory Advertising Forms	Dec. 03, 2010	_____
Tent Rental Order Form	Jan. 03, 2011	_____
<a href="#">Engine Spotting Order Form</a>	Jan. 03, 2011	_____
<a href="#">ABF Freight Systems</a>	Jan. 11, 2011	_____
International Freight & Customs	Jan. 11, 2011	_____
Meeting Room Request Order Form	Jan. 14, 2011	_____
<a href="#">Exhibitor Credential Order Form</a>	Jan. 14, 2011	_____ *
<a href="#">Exhibitor Guest Tickets Order Form</a>	Jan. 14, 2011	_____
<b>Bulk Carpet Order Form – Rental or Installation Only</b>	Jan. 20, 2011	_____ **

<b>Sign Hanging Order Form</b>	Jan. 20, 2011	_____
Installation Blueprints to Contractors	Jan. 20, 2011	_____
<a href="#">Electrical Services Order Form</a>	Jan. 20, 2011	_____
<a href="#">Telecommunications Order Form</a>	Jan. 20, 2011	_____
Audio Visual and Computer Order Forms	Jan. 21, 2011	_____
<b>Payment Policy –Authorization</b>	Jan. 25, 2011	_____*
<b>Rental Carpet- Custom or Standard Order Form</b>	Jan. 25, 2011	_____
<b>Booth I.D. Sign Order Form</b>	Jan. 25, 2011	_____
<b>Custom Sign Order Form</b>	Jan. 25, 2011	_____
<b>Custom Exhibit Order Form</b>	Jan. 25, 2011	_____
<b>Labor Order Form</b>	Jan. 25, 2011	_____
Booth Cleaning	Jan. 28, 2011	_____
Cell Phones & Handheld Radios	Feb. 01, 2011	_____
<a href="#">Floral &amp; Plants</a>	A.S.A.P.	_____
<a href="#">Photography</a>	A.S.A.P.	_____
<a href="#">Security Guards</a>	A.S.A.P.	_____